



news and information
for employees of the
city of Saint Paul

City Update

www.ci.stpaul.mn.us/cityupdate

October 5, 2001

In this issue

City, consultant search
for new finance system

It's time you heard about
GEOSPARC

Open Enrollment for
insurance benefits

Mayor

Norm Coleman

Councilmembers

*Dan Bostrom,
President*

Jay Benanar

Jerry Blakey

Christopher Coleman

Patrick Harris

Kathy Lantry

Jim Reiter

City Update

170 City Hall
Saint Paul, MN 55102
editor 651-266-8700
fax 651-266-8689
city.update@ci.stpaul.mn.us
www.ci.stpaul.mn.us/cityupdate

City Update is published bi-weekly
by the Citizen Service Office.
Submission deadline is noon,
Tuesday, one week before payday.

PEANUTS Look-Alikes real winners



Each of the winners in the PEANUTS Look-Alike contest really seemed to fit the part. The Charlie Brown winner at left, 7-year-old Tim O'Brien (It's even a Charlie Brown kind of a name!) was quiet and sincere, or maybe he was just cold, like everyone else on Sunday, September 16th, at Ecolab Plaza. Tanner Davis, 8 months old (not pictured), was also declared a winner.



Stepping right up to the registration table was a confident Eleanor Tapp, 9 years old, complete with black hair that stuck out on the sides, just like Lucy Van Pelt. The look-alike for Lucy's sister, Linus, was a thumb-sucking Michaela Shade, 2.



Eleven-year-old Larissa Rittenberry thought her mom was wrong when she said Larissa looked like Peppermint Patty. But her red hair, freckles, and sassy smile made her a dead ringer for the tomboy character of Charles Schulz' beloved comic strip.



Emily Goetz, 22 months, was chosen as the one who looked most like Charlie Brown's baby sister, Sally. Sorry, no picture.

Natalie Tapp, age 10, fit the part of brainy, naive Marcie Johnson. When someone suggested she borrow a pair of glasses for her photo, she thought it might be cheating, but said she had glasses at home, so it would probably be OK. She deserved to win.

www.ci.stpaul.mn.us

Places to go. Things to do.

ilovesaintpaul.com

Water Services Open House Oct. 13-14

Saint Paul Regional Water Services is opening the Highland Water Tower to the public on October 13-14. Timed to coincide with the peak of fall colors in the Twin Cities, the Open House will be take place on Saturday and Sunday from 9 a.m. to 5 p.m. Admission is free.

The Observation Deck, which stands more than 90 feet above street level, offers one of the best views of the Twin Cities.

The Highland Tower was designed by City architect Clarence Wigington and was completed in 1928. Wigington, who worked for the City of Saint Paul from 1915 to 1949, was the first African-American municipal architect in the country. He designed many other important structures, including the Keller Golf Club (1929), the Public Safety Building (1929-30), and the Harriet Island Pavilion, which was restored and renamed in his honor in 2000.

Because of its unique character as a local landmark, the tower is listed as a National Historic Water Landmark (1981) and in the National Register of Historic Places (1984).

Inside the tower, visitors will find information about Wigington and about the utility's water purification process and distribution system. Several original Highland Tower blueprints, many of which bear Wigington's signature, will also be on display. Utility employees will be on hand to answer questions and provide information about utility services. A postcard featuring an image of one of the Wigington blueprints is available for a minimal contribution.

The Highland Tower is located at the intersection of Snelling Avenue and Ford Parkway. For more information, please contact Saint Paul Regional Water Services at 651-266-6308.



Public Works held its 2001 Open House on a wet, dreary September 20th, but lots of people showed up for all the fun. Above, bridge engineer Kevin Nelson helps a youngster put together her own bridge. Shiny new vehicles like the auger truck below keep Saint Paulites coming back to the Open House year after year.



WICM/Martha's Closet clothing drive set for November 8th

By Helga Kessler

For several years, Women in City Management (WICM) have held highly successful clothing drives on behalf of Martha's Closet, a program sponsored by Central Presbyterian Church. Martha's Closet assists women who are moving off welfare into the workplace. On behalf of WICM, thanks to all of you who have contributed in the past and helped to make this effort so worthwhile.

WICM will collect "career clothes," accessories and cash for this year's fall and winter needs on Thursday, November 8th. Donated

clothing should be suitable for work and in season—no jeans, t-shirts or formals, please. They should also be clean and delivered on hangers. Larger sizes are in greatest demand, but all sizes are welcome. Accessories like shoes, jewelry, scarves and purses are welcome. Martha's Closet also needs cash donations to help buy other items needed to complete a wardrobe.

Clothes and cash may be dropped off at 150 City Hall Annex (the Housing Information Office conference room) at the following times: 7:30 a.m. to 8:30 a.m.; 11:30 a.m. to

1:00 p.m.; and 4:00 p.m. to 4:30 p.m. They may also be taken directly to Central Presbyterian Church at 500 Cedar Street, from 9:00 a.m. to 4:30 p.m.

Receipts for the donated clothing will be given at both locations; checks should be payable to "Central Presbyterian Church/Martha's Closet."

As previous participants will tell you, this is a great opportunity to clean out that closet and give your clothes a few more years of useful existence. Questions? Call Helga Kessler at 266-6309.

Saint Paul, Minnesota. Founded in 1849. Rediscovered in 2000

City and consultant search for new finance system

By Bruce Beese, Finance System Team Chair

It has been several months since the last article in the City Update about the Finance System Team. It is time to update you on our progress. As I reported in the February 23 edition of the Update, a team of City employees is working on the possibility of finding and implementing a new financial system. Since February a number of exciting things have happened:

1) Seventy-four of you participated in a preliminary focus group process regarding the City's financial systems,

2) the Finance System Team signed a contract with Virchow, Krause and Company, LLP, to help guide us through the next phases of the project, and

3) a Steering Team of Department Directors was established to oversee the project.

I'd like to thank all of you who participated in our preliminary needs assessment process and came to the meetings we held. The Team gained a great deal of useful information from you about your needs and uses of the system.

Two major observations came from our conversations. First, there is a broad range of satisfaction/dissatisfaction with our current financial system(s). Depending on user responsibility and needed complexity of use, some personnel have few problems with the finance system while some seeking reports or data have difficulty getting what they need. Second, whatever the scope of modification or improvement in financial systems, increased training

of people at all levels would greatly enhance the use of financial management information throughout the City.

Regarding our consulting contract, Virchow, Krause and Company, LLP (VK), will participate in a three phase process to help us prepare a detailed evaluation of our system and needs, create a Request For Proposal (RFP) for system purchase and development, and negotiate with potential system vendors and implementation consultants. The phases that create the RFP and negotiate with vendors are optional phases at this time. These optional phases will require specific decisions on the part of the Administration and City Council to move forward to the next phase.

It is anticipated that in January or February of 2002, the Mayor and City Council will review cost estimates and Phase I plans provided by the Finance System Team and VK, and will decide if, how and when to proceed.

The Steering Team established by OFS Director Peter Hames includes Bernie Bullert, General Manager of Saint Paul Regional Water Services; Tom Eggum, Director of Public Works; Peter Hames; and Bruce Beese as staff support. The Steering Team will work at a very high level, making policy decisions and providing direction to the 12-member Finance System Team.

A Kick-Off Meeting with VK was scheduled for September 12, 2001, but had to be canceled due to the airline flight ban related to the tragedy experienced by our nation on September 11. Scheduling conflicts delayed a new date for this Kick-Off.

It was held this week on October 5. I will provide more details of that meeting in a future Update.

The phases of the VK process will take approximately three months, two months and five months respectively.

As we stated during our focus group process, those meetings early this year were not designed or intended to take the place of more formal and more detailed discussions about needs, wants, successes and failures of our current financial system. In the coming months many of you will be asked to sit down with VK to more thoroughly examine your vision for system improvement. I encourage you to be flexible and available, because your input is key.

As always, City employees can find out more about the Finance System Team on the City intranet web page <http://theorb>. The link to our page is listed in the Office of Financial Services section. If you have any questions at all, please do not hesitate to contact any team member.

Bruce Beese, Chair 266-6063

Greg Blees 266-8577

Amy Brown 292-3507

Loree Brown 266-6061

Rhonda Gillquist 292-3544

Paul Hogrefe 266-9119

Lori Lee 266-8822

Barb Mastel 487-7207

Ruth O'Brien 266-6322

Mark Robertson 266-6471

Dale Stevens 266-8909

Eric Willems 266-8549

Reach members by e-mail with the following address formula: firstname.lastname@ci.stpaul.mn.us.

Commuting Information Fair is October 15th



Metro Transit and the Saint Paul Transportation Management Organization (TMO) will be hosting a Commuting Information Fair at the open enrollment session on October 15th in City Hall. There will be information available whether you drive, walk, bike, carpool or bus to work.

It's time you heard about...



The City is currently rolling out a new set of intranet applications known as GEOSPARC, a "geographic information system" (GIS) that makes property data available in an electronic map format. Your department may already have been notified by email regarding your access; if not, expect such a notification in a week or two.

The idea for GEOSPARC was born several years ago when several City and County departments realized that they were increasingly using GIS to store, manage and analyze much of their most valuable data. Rather than building several competing and wastefully redundant systems, these departments began planning a system that could serve as a shared interdepartmental resource.

Within the City, leadership to create GEOSPARC has been exercised particularly by the Public Works Department; Saint Paul Regional Water Services; the Office of License, Inspections and Environmental Protection (LIEP); and the Department of Planning and Economic Development (PED). Directors from these departments have joined with Budget Director Peter Hames to provide policy guidance to the creation of GEOSPARC; the same departments have staff assigned to a project team to flesh out the details for its implementation. Mark Vander

Schaaf from PED has served as the overall GEOSPARC coordinator, with Don Cheney of LIEP providing hands-on project management. Joining Don in building GEOSPARC have been Ronney Im from Public Works, Bruce Riebe and Tom Trojack from IS, and Joe Dabe from LIEP, as well as City contract employee Steve Lorbach. County employees Curt Peterson and Carla Coates also have worked on the project.

In the near future, Ramsey County staff hope to have access to GEOSPARC as well. Looking a year or two down the road, both City and County staff expect gradually to build many applications that make use of GEOSPARC. Most prominently, Public Works and Water are now cooperating on designing an "asset management system" that will use GIS technology as a tool to manage more precisely and efficiently the vast City infrastructure that is their responsibility. Also, it will be possible to use the tools from GEOSPARC as needed to share City and County data with the general public over the internet. The folks at GEOSPARC are already working with the City's eGovernment team to ensure that this capability develops in the most useful way.

To learn about GEOSPARC's future plans and how your department can participate in them, contact Mark Vander Schaaf at 266-6637.

Combined Campaign from page 6

The United Negro College Fund:
612-338-5742, or www.uncf.org

Helps support 39 colleges and universities across the country.

A pledge of \$3.00 per pay period provides a student's fees for one semester. College books cost a lot, but for \$10.00 a pay period, you buy a student's books for one semester.

Victim Intervention Project Institute: 651-292-3674, or www.vipi.org

Your pledge of \$1.00 per pay period provides Comfort Bears for children in V.I.P.I. programs. If you pledge \$5.00 per pay period, you will help sponsor the Annual Memorial Services.

Think about it. These are tough times. Your gift will mean even more.

October is Breast Cancer Awareness Month

Did you know that a mammogram can find cancer two years before you or your health care provider would be able to feel a lump? Also, about 90 to 95 percent of breast cancer cases are diagnosed in women who have no family history of the disease. If you are a woman, you know the importance of mammograms. Mammograms are low-dose X-rays that can detect cancer in its early stages, when the chances for survival are best. Breast self-exams are also important. Remember the three keys to early breast cancer detection:

1. Monthly breast self-exam if you're a woman over age 20.
2. Breast exams conducted by a health professional every three years if you're 30-39, and every year if you're over 40.
3. Mammograms annually if you're 50 and older; if you're between 40 and 49 and at high risk, ask your provider about the frequency of mammograms.

To learn more about what you can do to reduce your risk of breast cancer and other cancers that affect women, come to the Cancer Protection for Women Workshop sponsored by Cityfit. This workshop will be held on Wednesday, October 17 from 12:00 noon to 1:00 p.m. in the City Hall Annex Auditorium, 15th Floor. Registration is not necessary and you can bring your lunch.

Also, visit the breast cancer awareness display at the Resource Information Center on Health (RICH) in City Hall Annex.

Wondering about Flu shots?

Free flu shots will be offered to all City employees some time in November. Details on dates and locations will be in the October 19th issue of City Update.

Saint Paul, Minnesota. Founded in 1849. Rediscovered in 2000

Open Enrollment for insurance benefits

HealthPartners will continue as the City's health insurance provider for 2002. Premiums will be \$259.72 for single coverage and \$664.89 for family coverage. Open enrollment for 2002 benefits began October 1st and continues through the 31st. The Risk Management Division is sponsoring open enrollment sessions at six different sites throughout the City. Representatives from HealthPartners, Ochs Inc., Stanton, and NBI/Ochs Services will be available to answer your benefit questions and assist you with completing necessary forms.

Please remember...

- To review your Employee Benefits Booklet before attending an enrollment session; don't forget... there is a new optional dental plan available. See page 35 of your Booklet for details.

- To bring your Booklet and Benefit Election Form to the enrollment session.

- If you want to enroll or re-enroll in a flexible spending account for 2002, you must complete a flexible spending account enrollment form; enrollment is required each year.

- Enrollment for benefits ends October 31st. If you do not return your 2002 Benefit Election Form to an Ochs Inc. representative by October 31, 2001 it shall be deemed you have elected, by default, to continue your current insurance coverages.

The October open enrollment sessions:

¶ Monday, October 15th

9:00 a.m. to 3:00 p.m.

City Hall Conference Center

Room 40 A&B

Employees attending sessions in the Conference Center are to attend alphabetically by last name as follows:

A - I 9:00 - 11:00

J - R 11:00 - 1:00

S - Z 1:00 - 3:00

¶ Tuesday, October 16th

7:30 a.m. to 10:00 a.m.

Hamline Yard

2nd Floor Training Room

289 Hamline Avenue North

11:30 a.m. to 3:00 p.m.

Public Safety Annex Garage

100 Tenth Street East

¶ Wednesday, October 17th

11:00 a.m. to 2:00 p.m.

3:00 p.m. to 4:30 p.m.

Dale Street Garage

2nd Floor Training Room

891 Dale Street North

Employees attending sessions at the Dale St. Garage are to attend as follows:

11:00-12:30 - Street Maintenance

12:30-2:00 - Sewer Maint/

Municipal Equipment

3:00-4:30 - Traffic Operations

¶ Thursday - October 18th

7:00 a.m. to 10:00 a.m.

Como Shop Carpenters' Garage

1100 Hamline Avenue North

11:30 a.m. to 1:30 p.m.

Water Treatment Plant Filter Floor

1900 Rice Street North

¶ Tuesday, October 23rd

9:00 a.m. to 3:00 p.m.

City Hall Conference Center

Room 40 A&B

Employees attending open enrollment sessions in the Conference Center are to attend alphabetically by last name as follows:

J - R 9:00 - 11:00

S - Z 11:00 - 1:00

A - I 1:00 - 3:00

¶ Tuesday, October 30th

9:00 a.m. to 3:00 p.m.

City Hall Conference Center

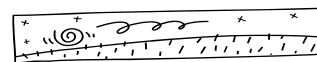
Room 40 A&B

Employees attending open enrollment sessions in the Conference Center are to attend alphabetically by last name as follows:

S - Z 9:00 - 11:00

A - I 11:00 - 1:00

J - R 1:00 - 3:00



Toastmasters invite you to join them October 17th

Public Employees Toastmasters invite City of Saint Paul Employees to attend a demonstration meeting on Wednesday, October 17th, in Room 1503 of the City Hall Annex, 25 West 4th Street

This meeting is for prospective new members that are considering joining Toastmasters to improve their public speaking skills. This opportunity will give City employees an idea

of what takes place at a Toastmaster meeting, and what type of participation is expected.

Toastmasters is a great way to become more comfortable with public speaking in a relaxed and informal atmosphere. Public Employees meet on Wednesdays at 12:00 noon in Room 1503 of the City Hall Annex. For information, contact Paul Mordorski (PED), President, at 651-

266-6683, or Ruth Schumi, (Parks and Recreation), membership, at 651-266-6432.





it's your chance to help one group — or hundreds

The 2001 Combined Campaign gives you the opportunity to contribute to one charitable organization, or your own specific combination — or better yet — the chance to help hundreds of groups all at the same time. And best of all, it's done automatically, through payroll deduction, if you wish.

Of the eight umbrella organizations taking part in the City's Combined Campaign, five allow you to designate where your money goes. Three of them will accept contributions to ANY 501c(3) Minnesota non-profit organization.

Community Health Charities-Minnesota: 952-844-9844, or on the web at www.healthcharitiesmn.org

Helps support 31 local and national charities. Accepts designations to any non-profit.

As an example, your pledge of \$4.00 per pay period would provide vision and hearing screening for 10 preschool children.

Community Solutions Fund: 651-647-0440, or www.solutionsfund.org

Helps support 42 charities. Accepts designations to any Minne-

sota non-profit.

Your pledge of \$2.00 per pay period could provide supplies for a neighborhood clean-up project, including graffiti removal.

Greater Twin Cities United Way: 612-340-7400, or on the web at www.unitedwaytwincities.org

The Saint Paul and Minneapolis United Way campaigns are now consolidated.

Helps support 199 local and national charities. Accepts designations to any non-profit.

Your pledge of \$1.00 per pay period could help a severely disabled adult with one month of social and recreational programs. Or a \$3.00 pledge could help an at-risk youth get and keep a job through a job readiness program.

Minnesota Environmental Fund: 651-917-1876, www.mnenvirofund.org
Accepts designations to any of the 18 organizations it funds.

Your pledge of \$3.00 per pay period could provide one day of an at-risk youth's trip to the Boundary Waters Wilderness Canoe Area.

Open Your Heart to the Hungry and Homeless: 651-224-8011, or on the web at www.oyh.org

Provided 73 organizational grants in the year 2000.

For example, a \$3.00/pay period pledge will provide a person with three nutritious meals a day for five months. If you pledge \$7.00 a pay period, it will provide needed school supplies and a book bag for six children living in a Greater Minnesota shelter through Open Your Heart's Education Fund.

United Arts: 651-292-3222, or on the web at www.unitedartsmn.org

Helps support 99 local and state arts groups. Accepts designations to any non-profit arts organization.

Your pledge of \$3.00 per pay period can provide a season of music lessons to an economically disadvantaged child. For \$5.00 a pay period, you help provide training for theaters to use American Sign Language interpreters and audio describers. A dollar per pay period pays for six children in a recreation center to create art with a professional artist.

See Combined Campaign on page 4

City job openings as of October 5th, 2001

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
10/16/01	Bricklayer	\$26.02 per hr	See Job Ann
Open	Clerical Assistant BOE (part-time)	\$9.00 per hr	See Job Ann
10/16/01	Clerk II	\$900.19	See Job Ann
10/09/01	Human Rights Specialist	\$1508.32	See Job Ann
10/11/01	Impound Lot Night Supervisor	\$1412.69	See Job Ann
Open	IS Information/Technical Analyst II	\$1436.07	See Job Ann
Open	IS Information/Technical Analyst III	\$1592.36	See Job Ann
Open	IS Systems Support Specialist II	\$1179.37	See Job Ann
10/18/01	Water Utility Worker II (promor)	\$18.96 per hr	10/26/01

** This is a walk-in-examination. Do not submit a job application before the test.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 (TTY/TDD 651-266-6501) or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after September 27th, please call our 24-hour job line, 651-266-6502.